



Wisconsin Emergency Management  
2400 Wright Street  
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Scott Walker  
*Governor*

Brian M. Satula  
*Administrator*

**Hazardous Materials Emergency  
Preparedness (HMEP) Grants  
*Hazardous Materials Courses  
Core Training 2015***

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before March 31, 2015**



***STATE OF WISCONSIN***  
***Wisconsin Emergency Management***

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**Scott Walker**  
**Governor**

**Brian Satula**  
**WEM Administrator**

**Important Contact Information for this Grant Opportunity:**

Program/Policy:	Frank Docimo (608) 242-3228 <a href="mailto:frank.docimo@wisconsin.gov">frank.docimo@wisconsin.gov</a>
Budget/Fiscal:	Deb Hughes (608) 242-3236 <a href="mailto:deborah.hughes@wisconsin.gov">deborah.hughes@wisconsin.gov</a>
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: <a href="mailto:WEMEgrants@wisconsin.gov">WEMEgrants@wisconsin.gov</a> Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

## **Grant Announcement Summary**

**Grant Title:** HMEP Hazardous Materials Courses Core Training 2015

**Description:** This grant opportunity is available to provide funding for Wisconsin Emergency Management Hazardous Materials courses. The courses are comprehensive and exceed national training standards in the field of Hazardous Materials (HazMat) response training. Standards for the hazmat training program are found both in the Federal Code of Regulations, National Fire Protection Association 472 and in the Wisconsin Code of Regulation.

Core courses include training in the following areas:

- Awareness
- Operations
- Hazmat Incident Commander
- Hazmat Officer
- Hazmat Safety Officer
- Hazmat Refresher
- Hazmat Technical Decon Refresher
- Developing a Plan of Action
- Chemistry of Hazmat-Part I
- Surveying a Hazmat Incident
- General Competencies
- Level A Personal Protective
- Level B Personal Protective
- ID of Methods and Procedures
- Hazardous Materials Monitoring Refresher

**Opportunity Category:** Competitive

**Important Dates:**

Application Due Date: March 31, 2015 or until funds are depleted

Project Start Date: No earlier than December 1, 2014

Project End Date: No later than May 31, 2015. Date will be assigned after each application is received.

**Anticipated Funding Amount:** There is a total of \$75,000 available for funding the HMEP core training classes. The grants will be awarded on first come first serve basis and will be limited to no more than six classes per application.

**Match/Cost Sharing Requirement:** None

**Eligibility:** Counties are the only eligible applicants. Counties submit applications on behalf of local units of government.

**DUNS Number:** The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

**WEM cannot award grant funds until an active DUNS number is provided.**

**Eligible Expenses:** Funding may be used for travel/training and consultants/contractual.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

## HMEP Hazardous Materials Courses Core Training 2015

### **Program Description**

The Wisconsin Emergency Management (WEM) training program offers an extensive array of training opportunities for emergency managers, law enforcement, fire, EMS, public health, local officials and volunteer organizations. Wisconsin's Hazardous Materials courses are comprehensive and exceed national training standards in the field of HazMat response training. Standards for the Hazmat training program are found both in the Federal Code CFR 29 and the National Fire Protection Association standard # 472. As of October 2014 all classes will be based on the NFPA 472 and tied directly to Job Performance Requirements (JPRs). JPRs are vital to the successful qualifying of an individual to a particular Professional Qualifications project standard. JPRs must be specific to indicate the attributes of successful performance on the job.

### **Applications Using Egrants**

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application. An Egrants System User Guide is posted on the WEM website:

<https://egranis.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

### **Application Components**

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Frank Docimo at (608) 242-3228 or at [frank.docimo@wisconsin.gov](mailto:frank.docimo@wisconsin.gov).

#### **1. Main Summary**

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improves safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

## **2. Approval Checklist**

Answer Yes, No, or N/A (not applicable) to each question.

## **3. Performance Measures**

Indicate the number of persons who will successfully complete the training session.

## **4. Budget Detail**

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

First responder agencies are encouraged to work with their local Emergency Manager and their regional hazmat team to determine training needs in their jurisdiction above the Awareness level.

Furthermore, cross-discipline and cross-jurisdictional classes are encouraged to maximize the benefit cost ratio of the grant funds.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates. (Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”) Requested funds must be reasonable and meet state travel guidelines.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for contractors may not exceed \$45.00/hour or a daily reimbursement rate of \$450.00/day. Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. No fund reimbursements will be made prior to receipt of the contract.

## **5. Project Narrative**

Describe the long-range training goals and objectives. Specifically address the:

- potential benefit in regards to total population and total special population at risk
- number of facilities reporting extremely hazardous substances in the jurisdiction
- need to augment response capability based on existing gaps

Indicate the current level of training that exists within the jurisdiction and criteria required to advance to the next level. Also, estimate the total number of students to be trained with this grant funding.

## **6. Required Attachments**

To attach a document to your Egrants application you must type “See Attached” in the text box to enable the document attachment tool.

Please attach the following documents to your application in this section:

1. E-Mail from applicant County to the WEM Regional Director notifying the Regional Director of the application
2. For each class, submit a course outline showing the objectives of the course, an agenda of the training project and a resume, biography or training records showing the qualifications of the instructor (attach extra pages if needed). Your application will not be considered without this information as each level of hazmat training must meet certain objectives and each instructor must have certain qualifications for the training to qualify for the grant funds. The objectives and qualifications are available under the hazmat forms section of the WEM website.
3. For each type of class, submit Attachment 1 – Training Activity Request

## **Application Review and Award Criteria**

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with state training policy and make funding recommendations to the WEM Administrator. All final grant award decisions will be made by the WEM Administrator.

## **Post-Award Special Conditions/Reporting Requirements**

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. Summary of the instructor evaluations

2. If funds are being used to hire personnel, submit the position description and if hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables.
3. Minimum class enrollment is 16 students.
4. A class roster is required for each course funded under this award. Upload the document into the Egrants program report.

## **Additional Resources**

Additional information about WEM and resources to assist with Egrants is available as follows:

- WEM website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website.  
<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>  
It includes registration through grant award instructions. Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)  
Telephone: (608) 242-3236

## CORE TRAINING ACTIVITY REQUEST

### ATTACHMENT 1

<b>ACTIVITY NAME:</b>		<b>COURSE DESCRIPTION</b>	
<b>ACTIVITY VENDOR NAME &amp; CONTACT INFORMATION</b>		<b>VENDOR NAME:</b> <b>ADDRESS:</b>  <b>PHONE:</b> <span style="float: right;"><b>FAX:</b></span> <b>WEB SITE:</b>	
<b>ARE YOU REQUESTING STAFF SUPPORT FROM WEM FOR ACTIVITIES?</b>			
<input type="checkbox"/> <b>Yes - COURSE LOGISTICS SUPPORT REQUESTED FROM WEM (CHECK ALL THAT APPLY)</b> <div style="margin-left: 20px;"> <input type="checkbox"/> Registration on the WEM Training Portal  <input type="checkbox"/> Local approval of registrations for attendance  <input type="checkbox"/> Verification of completion of course pre-requisites         </div> <input type="checkbox"/> <b>No - COURSE LOGISTICS PROVIDED BY OTHER AGENCY.</b> Participants will register at (Provide registration contact information i.e. web address, phone number, mailing address):			
<b>SELECT TRAINING ACTIVITY TYPE</b>			
<input type="checkbox"/> <b>CORE COMPETENCY</b> Enter Course			
<input type="checkbox"/> <b>MISSION-SPECIFIC AND COMPETENCY</b> Enter Course			
<b>REQUESTED FUNDS MUST BE REASONABLE AND MEET STATE TRAVEL REGULATIONS</b>			
<b>TRAINING BUDGET INFORMATION (PROVIDE DETAILS IN NARRATIVE)</b>			<b>AMOUNT</b>
<b>NUMBER OF INSTRUCTORS:</b> _____	<b>INSTRUCTOR FEE</b>		\$
	<b>INSTRUCTOR TRAVEL</b>		\$
	<b>INSTRUCTOR LODGING/PER DIEM/</b>		\$
	<b>COURSE SUPPLIES - TOTAL</b>		\$
	<b>COST ESTIMATE EXPENSES PER PERSON:</b>		
<b>ANTICIPATED NUMBER OF PARTICIPANTS:</b> _____	<ul style="list-style-type: none"> <li>Flat Fee per day or</li> <li>Per Student Rate</li> </ul>		\$
	<b>OTHER (SPECIFY):</b>		\$
<b>NUMBER OF TIMES THE COURSE WILL BE CONDUCTED PER FY:</b> _____	<b>Total Federal Funds Requested:</b>		\$
	<b>Total Activity Expenses:</b>		\$